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WE CARE

A STAFF INFORMATION BULLETIN



PUBLISHED FOR EMPLOYEES OF THE
SOUTH CAROLINA DEPARTMENT OF
YOUTH SERVICES

BULLETIN NO. 39

NOVEMBER 1, 1973

CENTREX DIALING INSTRUCTIONS

The Department of Youth Services is now operating on the new CENTREX System. The State of South Carolina Telephone Directories have been distributed throughout the agency listing new telephone numbers for all State agencies. Instructions for dialing are as follows:

Incoming Calls:

Calls may be made direct to your 7-digit CENTREX number (758 + your 4-digit number).

Transferring Incoming Calls:

Only incoming calls may be transferred. Depress the receiver plunger once firmly and release. Give the CENTREX operator your request for transfer.

Intra CENTREX Calls:

Broad River Road or Farrow Road Complex
(758-6XXX and 758-4XXX respectively)
To another number in your complex
-Dial the listed 4-digit number.

To all other CENTREX numbers
-Dial "9", listen for a different dial tone,
then dial the listed 4-digit number.

Forestry Commission or SLED
To another number in your agency
-Dial the 2-digit extension number.

To all other CENTREX numbers
-Dial "9", listen for a different dial tone,
then dial the listed 4-digit number.

Local Calls (To Columbia, Eastover and Lexington):

-Dial "9", listen for a different dial tone, dial "9" again (no change in dial tone), then dial the 7-digit telephone number.

Long Distance Calls Within South Carolina:

-Dial "9", listen for a different dial tone, dial "9" again (no change in dial tone), then dial "1" + the 7-digit telephone number.

Long Distance Calls Outside South Carolina Through The Centrex Operator:

This is the most economical method of placing interstate long distance calls.

-Dial "9", listen for a different dial tone, dial "132" to reach CENTREX operator, give city, state, area code and telephone number desired and your 4-digit CENTREX number. Proceed with dialing as directed.

Long Distance Calls Outside South Carolina Direct Dialed:

-Dial "9", listen for a different dial tone, dial "9" again (no change in dial tone) then "1" + area code and 7-digit telephone number.

Long Distance Calls Through The Telephone Company Operator:

(Intrastate or Interstate - Person, Collect, Credit Card or Third Number Calls)

-Dial "9", listen for a different dial tone, dial "9" again (no change in dial tone), then dial "0" to reach the Telephone Company Operator.

Director Assistance Calls:

-CENTREX - Dial "9", listen for a different dial tone, dial "0" to reach the CENTREX operator.

-Local -Dial "9", listen for a different dial tone, dial "9" again (no change in dial tone), then dial "411".

-Long Distance - Dial "9", listen for a different dial tone, dial "9" again (no change in dial tone), then dial "1", area code (if outside South Carolina) and 555-1212.

Repair Service Calls:

Report to the CENTREX operator giving details of trouble experienced, your CENTREX telephone number, agency and address.

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The new telephone numbers for the Campus Police Security Division are:

758-6264
758-6265
758-6543

The new telephone numbers for the Central Administration Office are:

758-6441
758-6442
758-6592
758-6593
758-6594

Please consult your new CENTREX Directory for the new telephone numbers of schools/units within our agency.

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NEWS FROM THE TRAINING SECTION

Opening of the Department of Youth Services Staff Development Center

The Department of Youth Services Training Section proudly announces the opening of the Staff Development Center. Located at 1723 Shivers Road, the Staff Development Center will be primarily utilized for in-service training. When not in use for in-service training, the Center will be available to agency personnel for meetings.

The facility has three large rooms and is currently furnished with approximately 20 desks. Units are encouraged to utilize this facility for holding their in-service training sessions and/or staff meetings.

Training sessions and/or meetings will be scheduled by Mrs. Karne Lam. Requests to hold training sessions and/or meetings at the Center should be submitted at least one week in advance to Mrs. Lam at the Training Section (Central Administration Annex No. 1) at 772-5810.

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East Coast Training Seminar on Reality Therapy

Dr. William Glasser, founder and president of the Institute of Reality Therapy, will be conducting a training seminar on Reality Therapy December 7-8 at Augusta, Georgia. Sessions will be held in the Performing Arts Theater at Augusta College. The registration fee is \$15. Advanced registration will be necessary as the size of the seminar will be limited.

Further information and/or registration forms can be obtained from your Unit Coordinator and/or Mrs. Lam at the Training Section.

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Christmas Crafts Workshop

A Christmas Crafts Workshop will be held at the Seven-Oaks Community Center on Thursday, November 8, 1973. Registration will be from 10:00 a.m. to 10:30 a.m., with registration fee being \$2.00. This will include lunch and coffee break.

Ten different recreation departments will present varied craft projects pertaining to the Christmas theme.

For further information and/or enrollment, contact your Unit Coordinator or Mrs. Lam at the Training Section.

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NEWS FROM THE INTENSIVE CARE UNITS

Congratulations to Carlton Booth, Phase III student from the Pickens Building. He received his GED on Saturday, October 20, 1973. Carlton is the first student from the Pickens Building to receive his GED.